

6 March 1974

MEMORANDUM FOR: Chief, Records Administration Branch, ISAS

SUBJECT : Annual CIA Records Management Officers
Conference for 1974

As you requested, I have surveyed the DDI Records Management Officers to get their views on whether we should or should not have a conference this year, the format if we do have one and suggestions on topics of interest.

Excluding myself, DDI has nine part-time RMOs with varying degrees of "part-time" and of experience. The attached shows the view of each on the conference question.

In summary, the majority would like a conference following last year's format. The only suggestions on topics are a general talk on records management and one on micrographics. This doesn't furnish much grist for the planning mill.

Although I would prefer that we encourage the RMOs to attend the AREA Conference in April and schedule one day at Headquarters in October for a CIA give-and-take session, I will support the consensus. I do prefer discussion groups interspersed with individual speakers. Presentations on information systems might be interesting and timely.

DDI/RMO

STAT

Enc.